

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 380-1-1

CEMRO-SE

Memorandum  
No. 380-1-1

1 November 1988

Security  
REPORTING OF OFFENSES AND INCIDENTS  
RCS: DAEN-PM-7

1. Purpose. This memorandum prescribes procedures for reporting of incidents, including those of a more serious nature, which are of a concern to higher authority.

2. Applicability. These procedures are applicable to all elements of the Omaha District.

3. Action Required. There may be incidents, which because of their nature, gravity, or potential consequences, warrant timely notification to higher authority. Examples of incidents and procedures are as follows:

a. Incidents of damage, destruction, larceny, or vandalism of Government or private property, involving a loss of \$500 or more, will be reported by Field Office Manager on ENG Form 4337 (Incident Report), as they are discovered. Reports must be received by the District Security and Law Enforcement Manager within 3 days of discovery so that the District report to the Division can be accomplished within 5 days.

b. Incidents of drowning, fires, and vehicle accidents are normally reported to the District Safety Office. However, should criminality be present in any of these incidents, ENG Form 4337 will be prepared and forwarded to the Security and Law Enforcement office.

c. Serious Incidents, Category 1. The following incidents will be reported immediately to the Security and Law Enforcement Manager by telephone 402-221-4157 in order that Staff Coordination and HQDA notification can be effected within 12 hours:

(1) Any actual or alleged criminal act, misconduct, or incident of such nature which may cause embarrassment or adverse publicity to the Corps of Engineers or the U.S. Army.

(2) Threat by individuals, groups, or organizations against the President, Vice-President, or other high Government officials.

(3) Bomb or explosive incidents resulting in death, injury, or property damage.

---

This memorandum supersedes DM 380-1-1, 18 April 1983

(4) Terrorist activities, sabotage, and other incidents initiated by dissident groups or criminal elements which occur on Government property.

e. Serious Incidents, Category 2. The following incidents will be reported within 12 hours to the Emergency Management Division or Security and Law Enforcement Manager by telephone or telefax (402-221-4148) in order that Staff and HQDA notification can be effected within 24 hours:

(1) Significant cash shortages, theft, fraud, or misuse of appropriated funds or property which result in loss in excess of \$5,000.

(2) Violations of AR 600-50 (Standards of Conduct) and any incident of bribery, conflict of interest, graft, or other acceptance of gratuities by officers or civilians.

(3) Loss, theft, or recovery of Government-owned firearms or ammunition.

(4) Sale or trafficking of narcotics, drugs, or marijuana in quantities exceeding value of \$500.

(5) Attempts to access or access to computer or automated systems in order to systematically commit fraud, theft, or misappropriate funds or property.

f. Serious Incidents, Category 3. The following incidents will be reported within 24 hours to the Security and Law Enforcement Manager by telephone or telefax (402-221-4148) in order that coordination and HQDA notification can be effected within 3 days.

(1) Cash shortages, theft, fraud, or misuse of nonappropriated funds in excess of \$500, but less than \$5,000.

(2) Incidents involving material damage in excess of \$10,000.

g. Other Incidents. Any incident involving violent acts such as rape or suicide should be reported to the Security and Law Enforcement Manager within 24 hours.

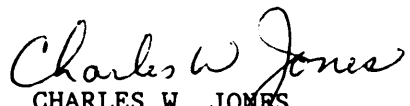
4. Protective Markings. All serious incident reports will be protective marked "FOR OFFICIAL USE ONLY."

5. Responsibilities. Chiefs of District Office Staff Elements and Heads of Field Offices will be responsible for reporting all serious incidents. The District Security and Law Enforcement Manager (or in his/her absence, Emergency Management personnel) will effect staff coordination and will prepare reports to higher authority to conform with provisions of AR 190-40 and ER 190-1-50.

1 Nov 88

6. Requirements Control. Offense/Incident Report, ENG Form 4337 is subject to requirements control DAEN-PM-7.

FOR THE COMMANDER:

  
CHARLES W. JONES  
LTC, Corps of Engineers  
Deputy Commander

DISTRIBUTION

A

B